

**UTAH DEPARTMENT OF TRANSPORTATION
FTA SECTION 5311
APPLICATION FORM GUIDELINES**

NEW ON-LINE Fill-in Form INSTRUCTIONS:

The FTA Section 5311 Application is now available for easy on-line Fill-in Form format. Please use the following instructions for completing the form on-line.

General Information

If you plan to use the Fill-in Form on-line, the latest version of Acrobat Reader is required. Acrobat Reader can be downloaded from the internet at:

<http://www.adobe.com/products/acrobat/readstep.html>.

Fill-in forms allow you to enter information while the form is displayed by an Adobe Acrobat product and then print the completed form out. Fill-in forms give you a cleaner crisper printout for your records and for submitting with UDOT.

Caution: The Acrobat Reader **does not** allow you to save your fill-in form to a disk.

Navigational Information

- 1) Areas in yellow need information.
- 2) Drop-down boxes have been provided to help you quickly pick information.
- 3) Use the TAB key to navigate from one area to another or the mouse can be used by finding the area needed and then click the mouse.
- 4) Some areas on the form will automatically calculate the sums and percents.
- 5) Any attachments (letters, comments, etc.) will need to be attached after printing the completed fill-in form and mailed to the following address.

Tumau La'ulu
Utah Department Of Transportation
4501 South 2700 West
Box 143600
Salt Lake City, Utah 84114-3600

- 6) When all areas are completed on the fill-in form remember to print the document before closing the form.
- 7) Finally, print a completed copy for your files.

The following guidelines are to help you with the information required for each section.

I General Information

- A. Legal name of application organization. Select type of application.
- B. Address must have local building address. A post office box number is not sufficient.
- C. Name of Project Contact Person. Provide contact person(s) name, telephone number, fax number and email address if available.
- D. Documentation of Corporate Structure.
Private non-profit applicants must submit (with completed application) copy of current Articles of Incorporation showing good standing status obtained through the Office of Business Regulations, State of Utah.

II Transportation Project

- A. Service area of project.
Description of geographical area to be served; cities, towns, counties, etc.
- B. Document contact with other providers of transportation in the service area.
 - 1. Provide copy of public notice appearing in area newspaper (s) offering to hold a public hearing. The notice must include accurate description of proposed project and the intention to apply for federal funds.
 - 2. See number one.
 - 3. Applicants must contact by letter all public, private, and paratransit operators in the service area telling them of the proposed project, the intention to apply for federal funds, and request any input. Forward copy of letter and any comments received with completed application.
 - 4. Should a public hearing be held, attach all comments received, if any, from the public meeting. Include also a physical description of the meeting, i.e., time place, number in attendance, etc.

C,D,E,F

Contact UDOT if you have questions on these items. (801) 964-4591

III Estimated Capital Budget for Transportation Project

- 1. Fill in blanks with approximate cost of items for which you are applying.
- 2. Add all figures and enter on "Total Estimate" line.
- 3. Calculate 80/20 percentage rates and enter.

III A Proposed Operating Budget

Fill in line items to be considered for operating funds, such as insurance, salaries, etc. A 50% match is required when requesting operating assistance.

IV Local Match

- A. List all sources of funds and dollar amounts to be used as local (non-federal) contributions to Federal grants. Please show all sources of local match funding and the dollar amounts committed for payment of goods or services at the time they are rendered. Itemize “Other” sources and amounts on separate paper and attach to application.
- B. Financial Management Plan.
List specific source and dollar amounts to be used for the entire annual (forecast four year annual average) transportation program expenses.
- C. Estimate Annual Project Operating Expenses.
Indicate estimated budget to cover cost of this project request for four years.

NOTE: If total dollars on IV,B do not cover the estimate of IV, C., your application will not be accepted.

V Fiscal and Managerial Capability Certification

The certification must be signed by someone outside the organization with sufficient knowledge of the financial and managerial capability of the Applicant. This could be a CPA, CPA firm, local city, county auditor, or other local government official.

VI Project Justification

- A. Describe benefits to be derived from the project to the user. Explain how the project will improve service.
- B. Identify shortcomings of existing services and how the project will overcome them.
- C. Describe transportation now being provided by the applicant. Include days and hours of service, number of passengers carried daily, trip distances, frequency of service, etc.
- Ca. Assume grant is awarded and complete as directed in “C” above.
- D. Describe transportation now being provided by other agencies in the service area of the project. Present same information as requested in VI, C. for each transportation provider.
- E. Describe any plans to combine above transportation services and how this project will coordinate with existing transportation services.

Attach any purchase of service and interagency agreements or documentation of unsuccessful coordination efforts.

VII-XI Vehicle Maintenance, Verification, Civil Rights, and Assurances

Complete as per individual instruction.

UDOT FTA GRANTS
-Remember_
Application Must Be Complete Before Submission.
Prepare Check List Before Forwarding Application.

The following is complete and included with submission:

- | | | |
|------------------------|--------------------------|---|
| Part I. | <input type="checkbox"/> | Name of agency is same as name listed on application. |
| | <input type="checkbox"/> | Select type of application to be submitted. Separate applications are required for rural public fixed route and Intercity Bus. |
| | <input type="checkbox"/> | Address listed must have a street address, a P O Box number alone is not sufficient. |
| | <input type="checkbox"/> | Name, telephone, fax, and email (if available) of contact person is included. |
| | <input type="checkbox"/> | Documentation of corporate structure has been entered. |
| Part II | <input type="checkbox"/> | Description of service area has been entered. |
| | <input type="checkbox"/> | Offer to hold a public hearing has been done. |
| | <input type="checkbox"/> | Copy of "proof of publication" is attached. |
| | <input type="checkbox"/> | List of agencies contacted by letter of intention to apply. |
| | <input type="checkbox"/> | Copy of letter sent to agencies. |
| | <input type="checkbox"/> | Inclusion of comments received from interested parties. |
| | <input type="checkbox"/> | If public hearing was held, copy of all comments are attached. |
| | <input type="checkbox"/> | C,D,E,F have been fully completed. |
| Part III | <input type="checkbox"/> | All cost estimates are entered. |
| Part IIIA | <input type="checkbox"/> | Line items for operating have been entered and totaled correctly. |
| Part IV | <input type="checkbox"/> | Identify "Other" (Section A - C) dollar source(s) and amounts. |
| Part VI | <input type="checkbox"/> | Section C, Ca – Detail current and future service schedule (Assuming grant awarded). Detailed info on A,B,D,E. has been entered. |
| Part VIII | <input type="checkbox"/> | Accurate data has been entered. |
| Part V, VII,
IX, XI | <input type="checkbox"/> | Signature (authorized official as stated per occurrence). If applying on-line, signatures must be mailed to UDOT (see address above). |
| Part X | <input type="checkbox"/> | Appropriate information has been documented. |

- General
- ☐ Review application for completeness.
 - ☐ Attach copies of letters of support from agencies/individuals to application. When submitting application on-line, send above documentation to UDOT with signature pages (see address above).
 - ☐ Copy of completed application should be retained for applicant files.

NOTE: Any sections left blank will be viewed as incomplete and will not be considered for funding. In addition, signature pages must be signed by the requested official, i.e., corporate officer, authorized official, etc. Applications received with improper signatures will be returned to sender. The Utah Department of Transportation reserves the right to reject incomplete or fraudulent applications.

DEADLINE FOR COMPLETED APPLICATION IS 5:00 P.M., FRIDAY, APRIL 16, 2004.

Click on button to continue with application.